

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 15 : Eligibility	Effective Date: December 1, 2015
	Section 11: Title IV-A/EA (Emergency Assistance)	Version: 1

POLICY [NEW]

Title IV-A/Emergency Assistance (EA) is a federal program designed to provide funding for emergency assistance services to children and families served by the Department of Child Services (DCS), with the goal of maintaining children in their own home. EA eligible services are 100% reimbursable.

Title IV-A/EA Eligibility

EA services are considered for a child living in his or her own home who is found to be at imminent risk of harm, which is established through a substantiated finding of abuse/neglect that leads to an Informal Adjustment (IA) or Child in Need of Services (CHINS) adjudication. The emergency should be a crisis, which is expected to be resolved in 120 calendar days or less. The crisis should not be the result of the parent or caretaker refusing to accept employment or job-related training.

An EA application is generated for each child in the home with an open IA or in-home CHINS involvement. If a child is eligible for EA, his or her eligibility may be “shared” in some situations with other members of his or her [Assistance Group \(AG\)](#) who were not eligible in his or her own right. EA funding may also be available for children in an out-of-home placement. EA eligibility for children in out-of-home care is determined by using the Title IV-E application.

Eligibility Period

If an individual is eligible for EA, eligibility is effective for 120 days from the “initiating event” date, which is located at the top of the eligible child’s EA application in the Management Gateway for Indiana’s Kids (MaGIK). EA applications for an IA or in-home CHINS must be submitted by the DCS Central Eligibility Unit (CEU) within 30 days of the [initiating event date](#). The initiating event for children in out-of-home care is the date on the Title IV-E application. Services may be terminated prior to 120 days if the crisis is remedied.

Initial Eligibility

The following criteria must be met in order for a child to be eligible for EA. The child must:

1. Have a substantiated finding of abuse/neglect, or be adjudicated a CHINS;
2. Be under age 18;
3. Be a United States (US) Citizen or qualified alien;
4. Reside with someone during the eligibility month who meets the definition of specified relative. See separate policy, [15.4 Specified Relative](#) for additional information; and
5. Belong to an AG whose income is less than or equal to 250% of the federal poverty level set for the applicable calendar year.

DCS must be able to verify and document all initial eligibility criteria. If DCS is unable to verify and document these factors, the child will be ineligible for Title IV-A/EA funding.

Subsequent EA Eligibility

A family may be eligible for EA funding only once in a 12 month period. If any AG member was authorized for EA services in the 12 months prior to the application date, the child is ineligible.

Code References

[42 USC 604 Social Security Act Section 404](#)

PROCEDURE

The Family Case Manager (FCM) will:

Collect and upload documentation that supports Title IV-A/EA initial eligibility criteria into MaGIK within 30 days of the initiating event date for IA and in-home CHINS cases. Documentation includes the following:

1. A copy of the signed IA or file stamped CHINS Petition;
2. Birth and citizenship verifications. See separate policy, [15.9 Age and Citizenship](#) for acceptable forms of verification;
3. All court orders related to the involvement type (e.g., CHINS adjudication order, order removing the child from home, or court order that approves the IA involvement); or
4. Records that support the household composition and financial resources of the AG (e.g., [Title IV-E and Title IV-A/EA Information form \(SF55435\)](#), pay stubs, signed parent statements, and [Intake Officer's Report of Preliminary Inquiry and Assessment](#)).

The DCS CEU will:

1. Review the eligibility information in MaGIK, and
2. Make a determination of whether the EA eligibility criteria are met.

PRACTICE GUIDANCE

Initiating Event Date

If a focus child is eligible for EA, eligibility is effective for 120 days from the “initiating event” date, which is located at the top of the child’s eligibility application in MaGIK. The initiating event date may not coincide with the actual event that led to DCS’ involvement with the family.

The initiating event date for IA involvements is the date of supervisor approval in MaGIK. For in-home CHINS involvements, the initiating event date is the date the Petition was filed with court. For out-of-home care cases, the initiating event date is the date of the child’s first placement in out-of-home care.

EA Assistance Groups

Mandatory members of the EA AG include:

1. The child;
2. The child’s minor siblings living in the household (including half and adoptive);
3. The child’s parents (biological and adoptive); and/or
4. Non-parent/non-sibling relatives, and non-related persons living in the household who agreed to participate in services.

Note: Step-parents and step-siblings are mandatory AG members if they are participating in services.

The following individuals are not eligible for EA services, and should also be excluded from the EA assistance group:

1. Illegal aliens;
2. Recipients of adoption subsidy, which includes Title IV-E Adoption Assistance (AAP) County Adoption Subsidy (CAS) or State Adoption Subsidy (SAS);
3. Recipients of Guardianship Assistance Program (GAP) funding, which includes Title IV-E GAP and State GAP (SGAP); and
4. Recipients of Supplemental Security Income (SSI).

The following individuals should be included in the EA Assistance Group; however, they are not eligible for EA and services should not be shared with them due to their active involvement with DCS:

1. A child who is a DCS ward or Juvenile Delinquent/Juvenile Status (JD/JS) who is in the home on a trial home visit (THV); and
2. A child with a JD/JS status who is involved with services through Probation.

Income Guidelines

The following income guidelines should be taken into consideration during this process:

1. Assets/Resources of AG members are excluded from the income calculation;
2. Earned/unearned income is counted in the EA income determination;
3. The earned income of minors is countable if they are in the AG; and
4. There are no deductions for earned income, self-employment, or child support when calculating EA eligibility.

Authorized EA Services

The following guidelines should be followed regarding authorized EA services:

1. Each eligible child may receive the following services:
 - a. Clothing,
 - b. Non-medical counseling (e.g., education on safe sleep and appropriate behavioral interactions with a child),
 - c. Foster care assistance,
 - d. Licensed home placement,
 - e. Residential placement,
 - f. Drug screening/testing, and
 - g. [Concrete services](#)
2. Each eligible adult household member may receive the following services:
 - a. Non-medical counseling (e.g., education on safe sleep and appropriate behavioral interactions with a child), and/or
 - b. Homemaker services (e.g., parenting classes and debt management).

FORMS AND TOOLS

1. [Title IV-E and Title IV-A/EA Information form \(SF55435\)](#)
2. [EA Application](#) - Available in MaGIK

RELATED INFORMATION

Concrete Services

Refers to goods and services designed to help a family succeed by increasing safety, decreasing the time to permanency, and/or increasing child well-being. Examples of concrete

services include payment of utility bills, vehicle repairs, summer camp fees, and school supplies.